

**CERTIFICATE OF SERVICE**

**FOIA Request # 2019-01-098**

I hereby certify that on June 27, 2019, the enclosed letter and/or document(s) was sent via U.S. mail to the following:

MuckRock News  
DEPTMR66461  
ATTN: Graham Starr  
411A Highland Avenue  
Somerville, MA 02144-2516

/s/ *Michelle D. Turner*

MICHELLE D. TURNER  
Legal Assistant  
Bureau of Engraving and Printing  
Office of Chief Counsel  
202-874-2500 (ph)



DEPARTMENT OF THE TREASURY  
BUREAU OF ENGRAVING AND PRINTING  
WASHINGTON, D.C. 20228

June 27, 2019

Graham Starr  
MuckRock News  
411A Highland Ave.  
Somerville, MA 02144-2516

FOIA Request No.: 2019-01-098

Dear Mr. Starr:

This letter is in response to your Freedom of Information Act request on behalf of MuckRock News to obtain the following records:

“All documents, including email communications, mentioning Glitterex, glitterex.com or glitterexcorp.com, or in communication with Glitterex (@glitterex.com and @glitterexcorp.com).”

The Bureau of Engraving and Printing (BEP) is unable to respond your letter as written because it does not contain the requirements to be considered a “request” under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the regulations of the Department of the Treasury, 31 C.F.R. Part 1. The BEP does not maintain centralized records or a central index. Your request is too broad and must describe the nature of the record(s) being sought in reasonably sufficient detail to enable personnel to locate the records without placing an unreasonable burden upon the agency. Whenever possible, a request should include specific information about each record sought, such as the date, name of the office or Bureau, title or name, author, recipients, timeframe and subject matter of the record.

The BEP responds to requests for records by regular mail, fax, or the Department of the Treasury’s FOIA Online Portal, and does not accept FOIA requests by electronic mail. Your revised request may be mailed to Bureau of Engraving & Printing, Office of the Chief Counsel-FOIA and Transparency Services, Room 419-A, 14<sup>th</sup> & C Streets, SW, Washington, D.C. 20228-0001 or faxed at (202) 874-2951. If you wish to submit your FOIA request online, please visit: <http://www.treasury.gov/foia/pages/gofia.aspx>

For additional information in preparing a FOIA request, please visit BEP’s website at [moneyfactory.gov](http://moneyfactory.gov), and click on “FOIA” at the bottom of the page. If we do not receive your amended request within 30 days from the date of this letter, your file will be closed. If you have any questions regarding your request, please contact me at (202) 874-2500 or fax at (202) 874-2951.

Sincerely,

Leslie J. Rivera Pagán  
Disclosure Officer